



KENDRIYA VIDYALAYA SANGATHAN GUWAHATI REGION

A REPORT ON THE PROCEEDING IN PRINCIPALS' CONFERENCE

Venue : KENDRIYA VIDYALAYA NF RAILWAY MALIGAON
28-7-2008 to 30-7-2008

Inaugural programme -

The three Day Principals' conference started with the inaugural programme which had witnessed the distinguished presence of Sh. Sushant Jha, CPO (Admn.) N.F Railway and Chairman VMC, Kendriya Vidyalaya NF Rly Maligaon, Sh. U.N. Khaware, Assistant Commissioner, KVS Guwahati Region, Sh. S.K. Verma, Education Officer, Sh. G. Rabha, Administrative Officer KVS, Regional Office Guwahati. After the welcome song, sung by the students of K.V. Maligaon, the chief guest and all other dignitaries were welcomed with bouquet and 'phulam Gamocha'. The lighting of the lamp done by the chief guest Sh. Sushant Jha brought a note of propitiousness into the programme. Sh. Maniyappan P.P., the Venue Principal of K.V. Maligaon presented his welcome address which was followed by the participants' introducing themselves. The Assistant Commissioner Sir, explained the purpose of this conference in his address. He expressed his concern about the fact that the CBSE result of KVS in 2008 is a bit down than NVS. The chief guest, in his inaugural address, spoke about the need to have some retrospection as well introspection to find out the ways where KVS can further improve. The inaugural programme, was co-ordinated by Mr. R.K. Das (PGT-Eng), K.V. NFR Maligaon, came to end with a tea-break.

The first session was started by Mr. G. Rabha, Administrative officer. Subsequently, Sri S.K. Verma, Education Officer, Sri U.N. Khawarey, The Assistant Commissioner also joined the discussion.

Highlight of the session:

1. Enquiries about the construction work in development schools.
2. Recommendation for the Formation of monitoring committee to assess progress of construction work. A monthly assessment by management committee recommended. Monitoring committee should be apprised about items sanctioned, work sanctioned so that the actual work can be tallied. Where slow progress of work is there, the principal, as member Secretary of monitoring committee should bring the matter to the notice of construction agency as well as Region Office, KVS.
3. Inspection report by experts should be taken before taking over new buildings.
4. The Vidyalaya should take reasonable precaution to safeguard its resources from natural threats like lightning etc
5. Discussion about the fund receiving by different Vidyalayas for repair and maintenance work. The repairing work should be completed in time. The work should be started by August. It has been found that every school which has applied for fund has received the same.
6. Regarding lease rent, monitoring should be done properly in school. A display board, showing the due date of electricity bills, etc should be kept preferably in the Principal's room.
7. School in temporary building should not be unsafe. The chairman should be informed about any risky zone in school and that lapses should be eradicated immediately to ensure safety of students.
8. Potable water to be arranged in all schools. Certificates about the purification of water must be obtained by school from the concerned bodies. Where required, even Bisleri Containers, big ones can be purchased as a short term measure to reduce the problem of the shortage of potable water.

9. In Annual Confidential Report (ACR): The self Appraisal part should not be left incomplete. Result in classes taught by the teacher should be reflected in ACR. The Principals should maintain an objective and unbiased attitude while writing ACR of employees. A teacher's proficiency in Hindi and English Language may be mentioned in ACR. Further, the overall grading given should be as per with the micro observations made earlier in ACR. Assessment period is 1st April to next march. The probation report may also be mentioned in ACR .More emphasis should be given on the self appraisal by the employee. Where adverse entries are there, these ACRs should be sent in separate envelopes and are to be addressed to the E.O. Concerned.
10. Probation Report should be submitted timely. After 24 months, the service gets automatically confirmed. The correct probation report and its timely submission can bring in an asset for the organization. Otherwise the person concerned will remain a liability for a long time
11. Teacher Exchange Programme : The KVs of Guwahati, Shillong, Tezpur, Jorhat to prepare list of teachers who can be sent to other KVs in the month of August and September.
12. Disciplinary cases: Minor penalty upto PGT-level, Principals to take action. Efforts should be taken not to be harsh to teachers. In chargesheet case -the minimum punishment should be a 'censure'

The Afternoon session started with the introduction of the special achievers of K.V. NFR Maligaon under project Think.com. The school is the amongst the two schools in India, winning the National Award for the Student Space Scientist programme and is selected to watch the launching ceremony of "Chandrayaan" in August 2008. In his words of blessings, the A.C. Sir gave recognition to these talents and requested other Principals to find out such potentials in their schools as well.

Financial Aspects were taken up for discussion by Sh. Bhardwaj, Audit and Accounts Officer, KVS R.O Guwahati in the post lunch session. The highlight is:

1. Experience of Principals required even in financial matters as they are the drawing and disbursing officers.
2. Returns to be submitted by school in time.
3. After rendering the Account of the last grants, the next grant may be expected
4. CS-I to be prepared monthly
5. Principals concerned should ensure the receipt CS-71 from construction Agency.
6. A calendar to be made in every school about the returns to be submitted, for convenience.
7. Regarding Stock verification - A certificate from Principal to the effect that the value recorded in stock register match the actual value, is required after stock verification.
8. Settlement of Audit objections should not be unnecessarily delayed.
9. Cases of financial irregularities to be taken up more carefully. Total loss, responsible person, steps initiated, etc should be recorded by Principals.
10. Settlement of pension claims: Relevant papers should reach Regional Office before six months of the retirement of the employee. The Consequences of delay has been explained. Every school should send a monthly report to Regional Office about the retirement cases in next 18 months.
11. For purchase beyond sealing, prior sanction should be taken. Proper justification should be given for such purchases.
12. Where VVN is transferred to school fund, as per liability schedule -4. Liability will be shown.
13. Preparation of weekly schedule with different days for different work has been suggested by the Assistant Commissioner.
14. Monthly statement about deposits, advances, etc to be made by every school.
15. Budget proposal to be sent by August 10.

16. Staff fixation to be done with recommendation from VMC.

Post tea break session

Mr. S.K. Verma E.O.

HIGHLIGHTS:

1. Formation of Library committee in every school.
2. In Annual Budget - the amount for library purchases should be mentioned
3. Teachers to be permitted to purchase books up to Rs. 500/- (Books not available in Library)
4. Reading habits to be developed by teachers and students
5. Facilities provided by library should be pro-active.
6. A library must have a minimum of 1500 books or 05 books per child whichever is more
7. Library card is mandatory for all.

OTHER ADMINISTRATIVE MATTERS :

1. New KVS logo to be used
2. In transfer certificates - a seal with name of website should be affixed.
3. The names of teacher who received "Average", Below Average' grading in In-service programmes, should be submitted by schools without delay .
4. Opening and close of sections should not be done all of a sudden. Facilities available should be taken into account first before opening a new section.
5. SC and ST Admission should be done category wise. Thus after finishing the seats of reserved category, non reserved ones should be taken up. De-reservation may be permitted, only when all efforts to get students of reserved categories are made.

Finally, the day's proceedings ended at 6-45 p.m. and the participants moved out to their destinations.

Date : 30-07-2008

The proceeding of the final Day of Principals' conference started as per schedule at 9-00 a.m. The 1st slot of the morning session was taken by Sh. S.K. Verma, Educational Officer. The highlights are:

1. Study Material :
 - a) Study material for X and Xii to be put in C.D. by I/C Principals of different subjects. These C.D. are to be sent to different KVs.
 - b) The content of C.D. should be loaded on the school website of the KVs.
 - c) Principals can give the required No. of CD to the students of their respective schools.
 - d) Students should get print out on their own. The subject teachers should verify whether students have got the print out or not.
2. Manual for Junior Science Lab.
 - a) A manual for junior science lab will be sent to school soon.
 - b) Junior Science Lab. Should be there in all schools.
 - c) Activities should be organized in such Lab by teachers -in charge. An activity book will be maintained wherein the details of planned Activities will be there.
 - d) Where room is not available, as a short term measure on existing lab may be bifurcated and a Junior Lab. Amy be arranged. However in big schools, a separate Lab is must.
 - e) Where is there, such schools should send on estimate of the expected expenditure to Regional Office for sanctioning grant. Estimates to be collected from competent agencies. As a new beginning, even corridors with
3. Innovative work:
 - a) Should be encouraged more and more. All teachers' main senior ones must be encouraged to go for new innovations. In the relevant page of the teachers dairy, the projects of teachers to be mentioned.
 - b) Necessity based projects should be given to students.
 - c) Opinion in selecting projects should be given. In case of mistake, a chance to improve should be given to students.
 - d) Evaluation must be
4. Scouts and Guide Programme:
 - a) Welcoming Divisional Commissioner (The Assistant Commissioner), Deputy Divisional Commissioner(The Educational Officer) and Audit and Accounts officer, with scout
 - b) Mr. Maniyappan P.P. Principal , Kendriya Vidyalaya NF Rly Maligaon was made the District Commissioner of District A
 - c) Basic course to be held at K.V. CRPF, Ghy was postponed due to flood
 - d) The reason for Non-conducting of 'Tritiya Sopan Camp' by K.V. New Bongaigaon was asked.
 - e) Was expressed regarding the non-reporting of trained teachers for such programmes. It is to be ensured that a teacher, if deputed for one

programme once, has to attend the other phases of the programme also. No refusal after deputing once

- f) An amount @Rs. 8/- per child should be sent by every school for scouts & Guide to Divisional Association KVS Bharat Scouts & Guides, payable at Guwahati
- g) Activities calendar mentioned in the Booklet issued in the conference of the month of February, should be followed strictly.
- h) Activities planned are not optional ones. Schools are to follow with right attitude.
- i) Rajya Puuraskar Testing camp will be held at Kendriya Vidyalaya N.F. Rly Maligaon Date of reporting to KV Maligaon is 2nd August . Testing of their proficiency 3rd and 4th August. Those who completed 'Tritiya Sopan' and Nine months have elapsed since completion, can be sent for Rajya Sopan.
- j) Registration :

IRA (From Individual Concerned)	GRA (from VVN)
1. Cubs and Bulbuls -Rs. 2/-	Scouts and Cubs =Rs.250/-
2. Scouts and Guides - Rs.5/-	Guide and Bulbul= Rs. 250/-
3. Adult Trainer -Rs10/-	
- k) Uniform to be given to Active teachers. No. Need of getting the uniform returned. The teacher escorting scouts & Guides must come in uniform.
- l) Rastrapati Puraskar : The school unit must participate in P.M. Shield competition.
- m) Scouts Magazine will be published within one month.
- n) Scouts and Guide movement to be reflected in Vidyalaya Activities. Thus the Scouts and Guide can be taken in class room cleanliness, discipline, maintenance different events of Vidyalaya etc. They should be encouraged to take the lead.
- o) A scout to be in all school.

5. **Trekking Programme** : All schools have been asked to organize trekking programmes for students for organizing such adventure, tekking activities, Govt. agencies may be leisured with prior hand classwise, within a span of few years, the whole school should get explore to such programmes.

6. 1. Venue for Regional Sports meet -2008

Sl. No	Event	Venue
1	Basketball, Volley ball	K.V. Narengi
2	Football, Swimming	K.V. IIT, Guwahati
3	Cricket U-16 & U-19	K.V. CRPF, Guwahati
4	Chess, Tae-kwon-do	K.V. IOC Noonmati, Guwahti
5	Kabaddi, KhoKho	K.V. Borjhar, Guwahati
6	Athletics	K.V. Khanapara, Guwahati
7	Badminton, Lawn Tennis, Table Tennis	K.V. Maligaon

5.2 Contingent Leaders :

Sl. No	Name & Designation	Name of the KV
1	Mrs. S. Kujur, Principal	K.V. EAC Upper Shillong
2	Miss S. Toppo	K.V. New Bongaigaon

3	Mr. S.J. Basha	K.V. Tenga valley
4	Dr. S.K. Vatsa	K.V. IIT Guwahati

5.3 Things to be done at School level :

- a) PETs to be sent for escorting to encourage the team. Escorts to be taken not to send adhoc teacher.
- b) Escorting teachers should be the instruction to be with the students always
- c) Escorts for 'National' will be decided and informed to schools. Schools should, accordingly, relive such teachers.
- d) Participation in athletics should be encouraged.
- e) Team should not be selected at the eleventh hour.
- f) National Participants from schools to be sent before three days to the collection centre. A three Day coaching will be given at the collection centre. These coaches will also be escorting teachers.
- g) Schools should give, the selected students for Nationals the chance to play in four to five tournaments before to collection centre.
- h) The names of Regional level participants should reach the I/C schools by 20th August
- i) Money for at least one additional day, should be given to PETs.
- j) The Selected schools should send 10% of VVN money for Regional Sports Control Board without nay delay.

5.4 Contingent Leaders :

- a) To distribute money to team leaders, and get the settlement records from them subsequently.
- b) Get the coach release certificate from Railway stations after surrendering the Railway Bogie.
- c) Settlement of Last year's Account for Bogie -Booking to be done by KV New Bongaigaon, without any further delay

5.5 Purchase of stationeries for Sports Meet

- a) Principal, K.V. Narengi will purchase the same from canteen.
- b) The Venue in-charge will report to him prior hand about the nature and quality of their requirements for students.

6. The New members of the Regional Sports Control Board including S. Bhardwaj, AAO and Sh S.K. Verma E.O. were welcomed.

7. Multi Gym :

- a) It was found that many KVs have not done much in developing multi Gym. It was decided that the schools will not make any more delay in this direction.
- b) VVN expenditure for Primary Section: 25 % of VVN should be spent for primary section. The money may also be spent for developing children's park, purchasing of playing instruments, etc. However, safety of students should be given top most priority

8. Treks for Running :

Every school makes a trek for running. Further, small sheds for Long Jump, High Jump etc should be made in school without delay. The following three point agenda should be introduced in schools immediately:

- a) Fitness Programmes

- b) Age and Group wise sports Arrangement
 - c) Finding out weight height ratio of every student as per obesity reducing programme
9. Vidyalaya Plan and certain other areas :
- a) Every Vidyalaya has to make certain short and long term plan for developing infrastructure of Vidyalaya.
 - b) Schools to prepare Individual Job Description and send it to the Assistant Commissioner
 - c) A calendar of Activities to be prepared for PETs.
 - d) Principals' to make their own planning with proper maintaining of Diaries for their convenience. They should delegate different work meticulously to the staff members.
 - e) Students should be encouraged to send their creative writings for News papers, Magazine etc.
 - f) The money for Maths Olympiad to be sent. The calendar for this purpose should be followed:

Valedictory Function:

- a) Mrs. Moore, Principal K.V. Borjhar expressed her for such on enlightening conference. She echoed the resolve of the participants to better in of performance of student in exam Mr. Nanda Singh, Principal, KV NEHU, Shillong, opted hat the conference brought new insights for all participants.
- b) Sh. S.K. Vema E.O. spoke about the necessity of an administration through stance sometimes for getting the expected outcome. He appealed to all Principals, to be religiously alert while discharging their duties. The Hon'ble Assistant Commissioner emphasized upon the fact that the principals are the direct motivators in schools. He told that the Principals should make a realistic target and proceed accordingly to get a better quantitative and qualitative result this year. He urged upon the principals' to be performance focused and not process focused. He asked the Principals' once again to ask their doubts, if any. In reply, some Principals did speak out their quarries.
- c) The vote of thanks was proposed by Shri Maniyappan P.P., Principal K.V. NFR Maligaon. He expressed his gratitude to one and all for being so kind and cooperative during these three days of the Principals' conference. He expressed his happiness about the fact that the conference could be so enlightening and successful. He gave the full credit to the tireless efforts undertaken by Sh. S.K. Verma, Education Officer and Shri U.N. Khawarey , Assistant Commissioner.